

**OFFICE OF COMMUNITY DEVELOPMENT  
2016 SUPPORTIVE HOUSING PROGRAM  
APPLICATION**

**Applicant: COLEMAN PROFESSIONAL SERVICES, INC.  
Application #: 1253**

Applicant : COLEMAN PROFESSIONAL SERVICES, INC.

Application Number : 1253 Organization Number : 7GJ

Grant Request Amount : \$ 330,500 Submission Date : 7/8/2016

Leveraged Funds Amount : \$ 372,761

Total Project Costs : \$ 703,261

**Counties In Service Area:**

Jefferson,Portage,Trumbull

**Applicant's Chief Executive Officer**

Name : Nelson Burns  
 Title : Chief Executive Officer  
 Organization : COLEMAN PROFESSIONAL SERVICES, INC.  
 Address : 5982 Rhodes Rd  
 City/State/Zip : Kent,OH,44240  
 Telephone : (330) 676-6801  
 Email : nelson.burns@colemen-professional.com

**Administrative Contact**

Name : Carol McCullough  
 Title : Grant Writer  
 Organization : COLEMAN PROFESSIONAL SERVICES, INC.  
 Address : 5982 Rhodes Rd  
 City/State/Zip : Kent,OH,44240  
 Telephone : (330) 676-6810  
 Email : carol.mccullough@colemanservices.org

**Application Submitter**

Name : Carol McCullough  
 Title : Grant Writer  
 Organization : COLEMAN PROFESSIONAL SERVICES, INC.  
 Address : 5982 Rhodes Rd  
 City/State/Zip : Kent,OH,44240  
 Telephone : (330) 676-6810  
 Email : carol.mccullough@colemanservices.org

**Financial Contact**

Name : Michael Ciuni  
 Title : Fiscal Contact  
 Organization : COLEMAN PROFESSIONAL SERVICES, INC.  
 Address : 5982 Rhodes Rd  
 City/State/Zip : Kent,OH,44240  
 Telephone : (330) 676-6939  
 Email : michael.ciuni@colemanservices.org

**Rehab Specialist**

**Fair Housing Coordinator**

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<b>STRATEGIC PLANNING</b>			
<b>Strategic Planning Objective</b>	<b>2015 Actual</b>	<b>2017Projected</b>	<b>2018 Projected</b>
Number of PSH beds dedicated for use by chronically homeless persons	14	14	16
Number of PSH beds not dedicated for use by chronically homeless persons	65	65	63
Number of PSH beds not dedicated to chronically homeless persons made available through annual turnover that will be prioritized for use by chronically homeless persons	65	65	63
Number of PSH beds not dedicated to chronically homeless persons that are made available through annual turnover	7	7	7

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**PROJECT CATEGORIES AND ACTIVITIES**

**Project Category : Beacon House**

Project Type : Housing Unit / Building

Grant Request : \$ 169,500

Total Project Budget : \$ 461,761

Target Population 1 : Single Males and Females (18 years and older)

Target Population 2 : Chronically Homeless

Describe how the target population for this project addresses the goal of ending homelessness in your community

The target population for this Safe Haven project addresses this goal by providing 10 units of housing to persons also experiencing a severe and persistent mental health disorder.

**Housing Details**

Type of Housing Units	No. of Existing Units	Capacity of Existing Units (HH)	Capacity of Existing Units (Beds)	No. of Planned Units	Capacity of Planned Units (HH)	Capacity of Planned Units (Beds)	Opening Date	Total Capacity (HH)	Total Capacity (Beds)
Two Bedroom Apartment	0	0	0	0	0	0		0	0
Other Apartment	0	0	0	0	0	0		0	0
Single Family Home	0	0	0	0	0	0		0	0
Three Bedroom Apartment	0	0	0	0	0	0		0	0
One Bedroom Apartment	10	10	10	0	0	0		10	10
Single Room Occupancy	0	0	0	0	0	0		0	0
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>10</b>	<b>10</b>

List the number of beds as listed in the Housing Inventory Chart (HIC): 10

If the total capacity of beds in the above chart does not equal the number of beds listed in the HIC, explain the difference

N/A

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**PSH Details - Historical**

Number of Households Served	No. of Persons Served	No. of Adults Served	No. of Persons Exited	No of Adults Exited	No.of Persons Exited to Permanent Destination	No of Adults Exited with Income Growth	No. of Persons Exited with Non-Cash Benefit	No. of Persons Served per Night	No. of Beds in HIC	Occupancy Rate
15	15	15	5	5	5	5	5	10	10	100%

**Performance - Historical Measure**

	Continuum's Goal	Percentage
ExitsToOrRetentionOfPermanentDestination	90	100%
ReceiptOfNonCashBenefitsAndHealthInsurance	85	100%
EmploymentAndIncomeGrowth	30	100%
ReturnsToHomelessnessWithinSixMonths	2	0%
ReturnsToHomelessnessWithinTwentyFourMonths	5	0%

Entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits."

**PSH Details - Proposed**

**Number of Households Served                  No. of Persons Served**

20                  20

**Performance - Proposed Measure**

	Percentage	Units
ExitsToOrRetentionOfPermanentHousing	100%	PercentageOfPersons
ReceiptOfNonCashBenefitsAndHealthInsurance	85%	PercentageOfPersons
EmploymentAndIncomeGrowth	30%	PercentageOfAdults
ReturnsToHomelessnessWithinSixMonths	0%	PercentageOfPersons
ReturnsToHomelessnessWithinTwentyFourMonths	0%	PercentageOfPersons

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**Activity : General Admin**

**Requested Grant Funds**

Activity Type : Administration	Activity Budget : \$ 4,000
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**Leveraged Funds**

Provider of Funds	Fund Type	Fund Category	Amount Leveraged	Term	Interest
Jefferson County Prevention and Recovery Board	Grant	Other Federal	\$ 19,120	NA	NA

**Activity : Operating Expenses / CHDO**

**Requested Grant Funds**

Activity Type : Housing	Activity Budget : \$ 93,400
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**Short Activity Description**

Case Manager (1 FTE), Activity Coordinator (1.0 FTE), House Monitors (3.0 FTE), House Monitors (3.0 PTE), (.5 PTE), Outreach Worker (.5 PTE), fringe benefits, non-staff expenses of maintenance, equipment utilities, snow removal, lawn care, insurance, taxes, food

**Leveraged Funds**

Provider of Funds	Fund Type	Fund Category	Amount Leveraged	Term	Interest
Jefferson County Prevention and Recovery Board	Grant	Other Federal	\$ 128,892	NA	NA

**Activity : Supportive Serv. w/ Housing**

**Requested Grant Funds**

Activity Type : Housing	Activity Budget : \$ 72,100
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**Short Activity Description**

Outreach Worker (.5 PTE), transportation, health services, life skills, food, case management, education services.

**Leveraged Funds**

Provider of Funds	Fund Type	Fund Category	Amount Leveraged	Term	Interest
Jefferson County Prevention and Recovery Board	Grant	Other Federal	\$ 144,249	NA	NA

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**Project Category : Coleman Portage County PSH**

Project Type : Housing Unit / Building

Grant Request : \$ 52,500

Total Project Budget : \$ 78,750

Target Population 1 : Single Male and Female and Households with Children

Target Population 2 : Chronically Homeless

Describe how the target population for this project addresses the goal of ending homelessness in your community

We provide housing stability and supportive services to homeless individuals with severe and persistent mental illness. About 30% of chronically homeless individuals have mental health conditions.

**Housing Details**

Type of Housing Units	No. of Existing Units	Capacity of Existing Units (HH)	Capacity of Existing Units (Beds)	No. of Planned Units	Capacity of Planned Units (HH)	Capacity of Planned Units (Beds)	Opening Date	Total Capacity (HH)	Total Capacity (Beds)
Three Bedroom Apartment	2	2	6	0	0	0		2	6
Two Bedroom Apartment	2	2	4	0	0	0		2	4
One Bedroom Apartment	26	26	26	0	0	0		26	26
Other Apartment	0	0	0	0	0	0		0	0
Single Room Occupancy	25	25	25	0	0	0		25	25
Single Family Home	0	0	0	0	0	0		0	0
<b>Total</b>	<b>55</b>	<b>55</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>55</b>	<b>61</b>

List the number of beds as listed in the Housing Inventory Chart (HIC): 61

If the total capacity of beds in the above chart does not equal the number of beds listed in the HIC, explain the difference

N/A

**PSH Details - Historical**

Number of Households Served	No. of Persons Served	No. of Adults Served	No. of Persons Exited	No of Adults Exited	No.of Persons Exited to Permanent Destination	No of Adults Exited with Income Growth	No. of Persons Exited with Non-Cash Benefit	No. of Persons Served per Night	No. of Beds in HIC	Occupancy Rate
57	59	57	3	3	3	3	3	56	50	112%

**Performance - Historical Measure**      **Continuum's Goal**      **Percentage**

ExitsToOrRetentionOfPermanentDestination	90	100%
ReceiptOfNonCashBenefitsAndHealthInsurance	85	100%
EmploymentAndIncomeGrowth	30	100%
ReturnsToHomelessnessWithinSixMonths	2	0%

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ReturnsToHomelessnessWithinTwentyFourMonths	5	0%
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Entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits."

**PSH Details - Proposed**

Number of Households Served	No. of Persons Served
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65	65	
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Performance - Proposed Measure	Percentage	Units
ExitsToOrRetentionOfPermanentHousing	90%	PercentageOfPersons
ReceiptOfNonCashBenefitsAndHealthInsurance	85%	PercentageOfPersons
EmploymentAndIncomeGrowth	30%	PercentageOfAdults
ReturnsToHomelessnessWithinSixMonths	0%	PercentageOfPersons
ReturnsToHomelessnessWithinTwentyFourMonths	0%	PercentageOfPersons

**Activity : Operating Expenses / CHDO**

**Requested Grant Funds**

Activity Type : Housing	Activity Budget : \$ 52,500
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**Short Activity Description**

Funds cover a portion of the utility costs, snow removal and lawn care, phone and internet services, general maintenance and repairs, replacement of broken/outdated equipment, general janitorial, and insurance at our Portage County permanent supportive housing locations.

**Leveraged Funds**

Provider of Funds	Fund Type	Fund Category	Amount Leveraged	Term	Interest
Coleman Professional Services	Cash	Other Funds	\$ 13,125	NA	NA
OhioMHAS	Grant	State and Local Funds	\$ 13,125	NA	NA

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**Project Category : Coleman Trumbull County PSH**

Project Type : Housing Unit / Building

Grant Request : \$ 108,500

Total Project Budget : \$ 162,750

Target Population 1 : Single Males and Females (18 years and older)

Target Population 2 : Chronically Homeless

Describe how the target population for this project addresses the goal of ending homelessness in your community

We provide 8 units of housing at a supportive living facility to individuals living with severe and persistent mental illnesses. The target population is those that are experiencing homelessness.

**Housing Details**

Type of Housing Units	No. of Existing Units	Capacity of Existing Units (HH)	Capacity of Existing Units (Beds)	No. of Planned Units	Capacity of Planned Units (HH)	Capacity of Planned Units (Beds)	Opening Date	Total Capacity (HH)	Total Capacity (Beds)
Two Bedroom Apartment	0	0	0	0	0	0		0	0
Other Apartment	0	0	0	0	0	0		0	0
Three Bedroom Apartment	0	0	0	0	0	0		0	0
Single Room Occupancy	8	8	8	0	0	0		8	8
Single Family Home	0	0	0	0	0	0		0	0
One Bedroom Apartment	0	0	0	0	0	0		0	0
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>8</b>	<b>8</b>

List the number of beds as listed in the Housing Inventory Chart (HIC): 8

If the total capacity of beds in the above chart does not equal the number of beds listed in the HIC, explain the difference

N/A

**PSH Details - Historical**

Number of Households Served	No. of Persons Served	No. of Adults Served	No. of Persons Exited	No of Adults Exited	No.of Persons Exited to Permanent Destination	No of Adults Exited with Income Growth	No. of Persons Exited with Non-Cash Benefit	No. of Persons Served per Night	No. of Beds in HIC	Occupancy Rate
11	11	11	3	3	2	2	2	7	8	88%

Performance - Historical Measure	Continuum's Goal	Percentage
ExitsToOrRetentionOfPermanentDestination	90	91%
ReceiptOfNonCashBenefitsAndHealthInsurance	85	67%
EmploymentAndIncomeGrowth	30	67%
ReturnsToHomelessnessWithinSixMonths	2	0%

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ReturnsToHomelessnessWithinTwentyFourMonths	5	0%
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Entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits."

**PSH Details - Proposed**

Number of Households Served	No. of Persons Served
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12	12	
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Performance - Proposed Measure	Percentage	Units
ExitsToOrRetentionOfPermanentHousing	90%	PercentageOfPersons
ReceiptOfNonCashBenefitsAndHealthInsurance	85%	PercentageOfPersons
EmploymentAndIncomeGrowth	30%	PercentageOfAdults
ReturnsToHomelessnessWithinSixMonths	0%	PercentageOfPersons
ReturnsToHomelessnessWithinTwentyFourMonths	0%	PercentageOfPersons

**Activity : Operating Expenses / CHDO**

**Requested Grant Funds**

Activity Type : Housing	Activity Budget : \$ 108,500
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**Short Activity Description**

1.8 FTE House Monitors, utility costs, food costs, incentive program, maintenance, lawn care and snow removal

**Leveraged Funds**

Provider of Funds	Fund Type	Fund Category	Amount Leveraged	Term	Interest
Coleman Professional Services	Cash	Other Funds	\$ 27,125	NA	NA
OhioMHAS	Grant	State and Local Funds	\$ 27,125	NA	NA

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<b>PROGRAM BUDGET SUMMARY</b>						
Project Category / Activity Name	Total Cost	Request Amount	Leveraged Funds	Leveraged Funds Provider		
<b>Beacon House</b>						
General Admin	\$ 23,120	\$ 4,000	\$ 19,120	Jefferson County Prevention and Recovery...		
Operating Expenses / CHDO	\$ 222,292	\$ 93,400	\$ 128,892	Jefferson County Prevention and Recovery...		
Supportive Serv. w/ Housing	\$ 216,349	\$ 72,100	\$ 144,249	Jefferson County Prevention and Recovery...		
<b>Beacon House Subtotal</b>	<b>\$ 461,761</b>	<b>\$ 169,500</b>	<b>\$ 292,261</b>			
<b>Coleman Portage County PSH</b>						
Operating Expenses / CHDO	\$ 78,750	\$ 52,500	\$ 26,250	Multiple Sources		
<b>Coleman Portage County PSH Subtotal</b>	<b>\$ 78,750</b>	<b>\$ 52,500</b>	<b>\$ 26,250</b>			
<b>Coleman Trumbull County PSH</b>						
Operating Expenses / CHDO	\$ 162,750	\$ 108,500	\$ 54,250	Multiple Sources		
<b>Coleman Trumbull County PSH Subtotal</b>	<b>\$ 162,750</b>	<b>\$ 108,500</b>	<b>\$ 54,250</b>			
<b>Total Requested</b>	<b>\$ 703,261</b>	<b>\$ 330,500</b>	<b>\$ 372,761</b>			

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**ATTACHMENTS**

<b>Attachment Name</b>	<b>Date Attached</b>	<b>Attached By</b>	<b>Attachment</b>
In Kind Contributions.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Trumbull County ODSA-OhioMHAS Housing Commit Ltr 2016.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
CPS 501c3 IRS Determination Letter.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Permanent Supportive Housing Narrative SHP 2016.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Coleman Commitment Letter SHP 2016 signed.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Jefferson Evidence of Local Coordination SIGNED.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Trumbull APR.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Coleman Board Certification.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Portage APR SHP 2016.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
HUD BEACON APR FINAL 6.27.16.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
HMIS form updated.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Evidence of Local Coordination Portage County.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Trumbull Evidence of Local Coordination.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Portage County ODSA-OhioMHAS Housing Commit Ltr 2016.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Jefferson County Match Letter.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
CPS Board Roster 04.01.16.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Need Coordination Narrative SHP 2016.pdf	07/01/2016	CMcCullough	<a href="#">View</a>
Coleman Voluntary Board Certification.pdf	07/01/2016	CMcCullough	<a href="#">View</a>

**COMMENTS**

<b>User Name</b>	<b>Entry Date</b>	<b>Internal Comment</b>	<b>Comment</b>
CMcCullough	7/1/2016	No	Please Note: The HIC for the Portage County PSH is not correct. We are working with COHHIO to address this problem. The result is that it appears that the project is over capacity when it is not.